



Peace Corps | Timor Leste

VACANCY ANNOUNCEMENT

OPEN TO: All Interested Candidates
OPENING DATE: August 25, 2015
CLOSING DATE: Open until filled, apply by September 7, 2015 for primary consideration

POSITION TITLE: GENERAL SERVICES ASSISTANT/ DRIVER (GSAD)

Salary: Developmental level starting at \$5,026.89 annually with benefits
Full performance level starting at \$6,227.21 annually with benefits

The Peace Corps is a U.S. governmental agency that promotes peace around the world by sharing one of America's greatest resources: Volunteers. The Peace Corps has been operating for over fifty years in 139 countries. The agency's mission is to promote world peace and friendship, and the goals are: to help the peoples of interested countries and areas in meeting their needs for trained men and women; to help promote a better understanding of the American people on the part of the peoples served; and, to help promote a better understanding of other peoples on the part of the American people. See www.peacecorps.gov for more information.

BASIC FUNCTION OF THE POSITION

The Peace Corps program in Timor Leste places American Volunteers in two-year assignments in villages and towns across the country. Peace Corps is seeking experienced and qualified applicants for the full time contracted position of General Services Assistant/Driver (GSAD).

Under the General Services Manager's specific directions on procedures, objectives and timelines, the GSAD is responsible for all aspects of property management for the Peace Corps Timor Leste Office and Residences. The GSA ensures all properties receive required maintenance and necessary repairs including electrical and plumbing systems. He/she performs light repair and painting works and coordinates with local vendors for more complicated services. The GSAD also provides administrative support in related areas including inventory, transportation, and procurement and also performs driving duty to transport Staff, Volunteers and goods throughout Timor-Leste as required. The detailed Statement of work of GSAD is mentioned below:

Major Duties and Responsibilities

Responsibilities include, but are not limited to the following:

Property Management

- Ensures maintenance and repair needs of Peace Corps office and USDH residences are met promptly; including plumbing, electrical, air conditioning, and other systems. Brings serious problems to immediate GSM/DMO attention.
- Maintenance for office and residences: identifies and fixes any issues, changes light bulbs, installs light fixtures and outlets, repairs doors and windows including locks and latches, installs tile, repairs drywall, repairs faucets/toilets and troubleshoots plumbing issues, connects electrical equipment/appliances and troubleshoots electrical problems, paints, caulks, patches, cleans/repairs drains and gutters; coordinates with professional repairmen/contractors when necessary.
- Maintains contact and relationships with landlords/managers for various properties as well as local vendors of services for Office and residential building maintenance and works with them to ensure timely completion and thoroughness of jobs performed.
- Conducts bi-weekly visit to USDH residences for inspecting facilities and assuring proper maintenance. Conducts weekly review of Office facilities.
- Assists in inventory control of all Peace Corps property & supplies.
- Prepares reports related to facilities and property management.



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Administrative and Logistical Support

- Coordinates special transportation and other logistic arrangements for receptions, seminars, etc.
- Arranges and facilitates incoming and outgoing shipments, mail and custom clearance of household and personal effects of USDH staff and PCVs as well as Peace Corps property.
- Purchases equipment, parts, and supplies to affect all repairs/maintenance.
- Assists in procurement of office supplies and other office items as needed.
- Assists with moving equipment or supplies as needed.
- Maintains records and coordinates payments for Peace Corps office and USDH residences utility bill on timely manner.
- Administers the office related storage (furniture, equipment, office supplies, PCV equipment and supplies etc.) and ensures that equipment storage rooms are organized, secured, and well maintained.
- Assists with vehicle dispatch and scheduling of fleet maintenance as directed by GSM

Driving and Other duties

- Utilize safe, courteous, and attentive driving skills to transport staff, volunteers and Equipment to various locations throughout Timor-Leste
- Perform routine and non-routine vehicle maintenance tasks and repairs of official vehicles.
- Maintain vehicle in excellent working order and cleanliness
- Assist with deliveries, pick-ups and other logistical tasks.
- Acts as a Duty Driver in rotation basis as required.
- Other duties as assigned by DMO and GSM.

Education and Experience

Secondary Education with minimum of 3 years of working experience in facilities management including light construction, carpentry, electrical and plumbing or similar repairs. Vocational training and certifications preferred.

Driving license

Valid B2 with practical experience of minimum of 4 years with clean driving record.

Language Proficiency

Should be fluent in Tetum and proficient in English – written and spoken, professional proficiency in English preferred.

Computer Skills

Good knowledge of basic computer applications (Word and Excel) is required.

Skills and Abilities:

- Ability to work with minimal supervision and under pressure
- Proficient with various hand tools and power tools
- Proficient in general carpentry, plumbing, tiling, drywall installation, painting and basic electrical work
- Excellent coordination and logistics management
- Approach to work with flexibility and high attention to details
- Must be familiar with safe vehicle operations and local traffic regulations as well as good knowledge of routes.
- Good Health and fitness as it relates to physical labor.
- Excellent interpersonal communication and organizational time management skills.



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- Strictly adheres to all USG and Peace Corps vehicle policies and regulations.
- Pro-active attitude and flexibility to work after hours.

TO APPLY

Qualified and interested candidates should send a description of their qualifications, CV and a copy of their valid B2 driver's license by e-mail to: easttimorpc@peacecorps.gov.

Please state in subject line: Application for GSAD.

Hard copies may also be submitted to:

Peace Corps Timor-Leste
Attention: General Services Manager
c/o U.S. Embassy
Av. De Portugal
Praia dos Coqueiros, Pantai Kelapa
Dili, Timor-Leste

The Peace Corps is an equal opportunity employer.

Review date: applications should be received by September 7, 2015 for primary consideration. No phone calls or personal visits related to this vacancy will be accepted. Only short-listed candidates will be contacted.